



**Public Health - Professional Advisory Group  
General Membership**



**Meeting Minutes**

**Meeting Date:** 09 October 2014  
**Meeting Time:** 1300-1400 EDT  
**Meeting Facilitator:** CDR Christye Brown  
**Minutes Issued By:** CDR Leslie Hausman

**Voting Members**

| Rank | First     | Last            | PHPAG Membership Role            | Attendance |
|------|-----------|-----------------|----------------------------------|------------|
| CDR  | Christye  | Brown           | Chair                            | X          |
| CDR  | Melanie   | Ross            | Chair - Elect                    | X          |
| CDR  | Leslie    | Hausman         | Executive Secretary              | X          |
| CDR  | Tiffany   | Edmonds         | Senior Advisor                   | X          |
| CDR  | Letia     | Boseman         | Chair - Policy                   | X          |
| CDR  | Idongesit | Essiet-Gibson   | Voting Member                    | X          |
| CDR  | LaJeana   | Hawkins         | Chair - Career Development       | X          |
| CDR  | Donna     | Philips         | Co-Chair - Career Development    | Absent     |
| CDR  | Matthew   | Weinburke       | Chair - Awards                   | X          |
| LCDR | Sara      | Azimi-Bolourian | Co-Chair - Awards                | X          |
| LCDR | Elizabeth | Garza           | Chair - Generalist/Global Health | Absent     |
| LCDR | Keisha    | Johnson         | Chair - Mentoring                | Excused    |
| LCDR | Nisha     | Oatman Antoine  | Chair - Communications           | X          |
| LCDR | Dina      | Passman         | Chair - EpiC                     | Absent     |
| LCDR | Andrea    | Peay            | Chair - Membership               | Excused    |
| LCDR | Monique   | Salter          | Co-Chair - Communications        | X          |
| LCDR | Paula     | Washington      | Voting Member                    | Absent     |
| LCDR | Margaret  | Caulk           | Chair - Health Promotion         | X          |
| LT   | Christian | Bullock         | Co-Chair - Membership            | X          |

**Acting Chairs**

| Rank | First     | Last      | PHPAG Committee Role         | Attendance |
|------|-----------|-----------|------------------------------|------------|
| LCDR | Jonathan  | Kwan      | Acting Chair - EpiC          | X          |
| LCDR | Joy       | Grandison | Co-chair - Mentoring         | X          |
| LCDR | Niketta   | Womack    | Co-chair - EpiC              | X          |
| LT   | Stephanie | Briguglio | Acting Chair - Global Health | X          |

**Call to Order**

CDR Christye Brown called the meeting to order at 13 03 EDT

**Roll Call: Voting Members & Committee Chairs/Co-Chairs**

CDR Leslie Hausman

**Old Business**

Voting membership approved September General Membership Meeting Minutes.

## Committee Reports

### Awards

**Reported by:** LCDR Sara Azimi-Bolourian

#### New or ongoing items that the committee is working on

- We are awaiting a final collective-vote on the new PHPAG award's position paper targeting junior officers from voting members. Once approved, we will begin preparing the nomination package.
- Our target date to complete the nomination package is Dec 16, 2014.
- Our next committee meeting is scheduled for Thursday November 6<sup>th</sup> at 12:00pm.

#### Accomplishments (since the last PHPAG General Membership meeting call)

- Our last subcommittee meeting was held on October 2<sup>nd</sup>. We discussed the scoring criteria for the current award (Excellence in Leadership Award) and our team members were assigned to different groups to revisit nomination questions, the scoring sheet, and the corresponding companion document. The purpose of this companion document is to assist nominators in writing their nomination and clarify the expectations for the supportive narrative responses. Revisions made on the current award's nomination documents should be submitted to the award subcommittee chairs by October 23<sup>rd</sup>. We will then update our SOP accordingly.

### Career Development

**Reported by:** LCDR LaJeana Hawkins

#### Accomplishments

- Coaching on Demand, CDR Charlene Majersky (Lead)
  - The Coaching on Demand activity took place last week on September 16 and 17. There were 30 junior officers and 18 senior officers who participated in this activity. The post survey for junior officers is complete and will run from September 29-October 3.
- Promotions Process Webinar, LCDR Karen Chaves (Lead)
  - Letters of appreciation were sent to CAPT Austin and CDR McCormick.
- Brown Bag – Details: Officer & Supervisor Perspective, LCDR LaJeana Howie (Lead)
  - Letters of appreciation were sent to all of the speakers (CDR Bailey, CDR Boseman, LCDR Ghiya and LCDR (Select) Trinidad).
- Brown Bag – Discussing Commissioned Officers Duties, CDR Michael Ahmadi (Lead)
  - The webinar took place last Wednesday, September 17. The webinar had 21 officers in attendance. CDR Ahmadi presented tips and techniques to assist officers in having conversations with their supervisor about promotions, awards, deployments, and the COER. The webinar was well received.
- CEU Resource Guide, LT Charlotte Kabore (Lead)
  - The CEU resource guide was submitted for submission into the weekly announcements

### Communications

**Reported by:** LCDR Nisha Antoine

#### New or ongoing items that the committee is working on

- 2014 EOY Newsletter
  - An announcement went out to subcommittee chairs and public health track leads to solicit articles (articles will highlight their accomplishments for the year).

- Weekly reminders will continue to be sent till the end of the month. Due date for all articles is October 31, 2014.
- Announcement will be issued in the PHPAG announcements soliciting pictures from all PHPAG volunteers and voting members. Pictures can be from PHPAG members during deployments, PHPAG events or simply our officers providing noteworthy service for their job.
- Coin
  - Website coin page has been developed and will be sent to CDR Brown for approval.
- Website update requests
  - Four of the five website update requests have been completed and one request has been sent the month of October.
  - Please continue to submit website update requests especially if there are changes in rank
- Meetings
  - Meet every first Monday of the month at 10 am.
- Financial Report
  - Submitted by LCDR Salter

### **Membership**

Reported by: LT Christian Bullock

#### **New or ongoing items that the committee is working on**

- The Subcommittee along with LCDR Azimi-Bolourian is currently working on scoring the voting membership applications. We have a great group of qualified applicants and will have the results available at the November meeting.

### **Mentoring**

Reported by: LT Tanya Grandison

#### **New or ongoing items that the committee is working on**

- Members of the Membership Committee and the Mentoring Committee met to discuss the content of the combined welcome letter for new OBC officers that can be distributed re: the Peer –to- Peer Networking program. We are a few weeks behind the targeted deadline of Mid-September, however we are working diligently to submit a final draft by the end of October to the PHPAG Chair. Tomorrow the committee will meet to discuss the final draft for submission to the PHPAG Chair.
- Membership committee members: LCDR Peay- [Apeay@bop.gov](mailto:Apeay@bop.gov), Christian Bullock [CBullock@hrsa.gov](mailto:CBullock@hrsa.gov), Jennifer Pieters CMS
- Networking Survey/Report-idea to increase response rate- link to a certificate officers can download. Committee will start on this after completion of OBC letter.
- Next meeting is October 10th at 10am.

#### **Accomplishments (since the last PHPAG General Membership meeting call)**

- Status of the Peer-to-Peer networking Program
  - 44 officers have been matched [CDR (6), LCDR (18), LT (20)]
  - 26 officers awaiting to be matched [CDR (4), LCDR (14), LT (7), LTJG (1)]
    - Applications received [December 2013 (2), January 2014 (3), March (1), April (2), May and June (none), July (2), August (1), September (3)]
- Created a flyer for distribution at COA about the Peer-to-Peer Networking program which was distributed in North Carolina at COA and approved by the HSPAC and PHPAG leadership.
- Committee decided to offer as an option to officers the possibility of matching in groups of 3 to decrease the waitlist.

## Public Health Track Committee Reports

### Epidemiology (EpiC)

Reported by: LCDR Jonathan Kwan

#### New or ongoing items that the committee is working on

- EpiC anticipates hosting another brown bag on the Middle East Respiratory Syndrome (MERS) before the end of the calendar year, pending deployment schedules. As we finalize the topic and speakers calendars we will run dates by PHPAG leadership for approval when available.
- There have been multiple EpiC members who deployed for CDC or have been put in standby mode to deploy for PHS for the Ebola mission. As such, LT Laura Vonnahme gave a short presentation on her CDC deployment to West Africa discussing the conditions and pressures of working in that austere environment. We are working to perhaps collaborate with another group to host a brown bag on Ebola, including a focus on international deployments, cultural competency, and how epidemiologists are used during deployments.
- The 2014 Ebola Response Team at CDC's EOC is the lead for domestic inquiries and responsible for fielding these calls and clinical consults. They are requesting epidemiologist in the Atlanta area to support the Epi Team with triaging the calls. EpiC members are considering this request at this time.
- EpiC is developing a document for internal use that will capture EpiC member's pictures along with a brief profile, such as OPDIV, location, job title, hobby, etc, thus putting a face to a name on teleconferences.

#### Accomplishments

- PHPAG Generalist Collaboration Opportunity: The primary focus of the collaboration project between the Generalist and EpiC is to identify at risk populations in the DC, Maryland, and Virginia (DMV) area to apply a targeted outreach effort specifically aimed at those related to the current Surgeon General's initiatives (i.e. obesity, smoking). This data will be used for possible collaborations with other groups also working under the initiatives (i.e. PACE program, COA-DC, etc). EpiC, under the leadership of LCDR Niketta Womack, provided GIS data to the PHPAG Generalist track pertaining to adult obesity (age+) and smoking rates by county for each state. At this time we are awaiting a response from the Generalist as to next steps.

### Generalist

Reported by: LCDR Elizabeth Garza

#### New or ongoing items that the committee is working on

- New date for the rescheduled Panel **"Success Stories: Project Officer Lessons Learned"**
  - Tuesday, November 4<sup>th</sup> from 1200-1300 EST
  - Conference line: 712-432-1212, Meeting ID: 738-804-849
  - Panel is hosted by the Public Health and Healthcare Administration PAG
  - Highlights: Role assumed by many USPHS Public Health Officers, "Project Officer", and how Commissioned Corps Officers have been able to utilize positions to achieve career success.
- We sent out a survey this month to our members to obtain some feedback on what they have found valuable and any new ideas they have to assist in assessing where we are at and how to shape our track moving forward.
- For the PHPAG end of the year newsletter, we are working to pull together an article with a list of accomplishments.
- Next meeting is Weds. November 19, 1400-1500 EST. We are always looking for new enthusiastic officers to join us!

## Accomplishments

- We sent out a survey this month to our members to obtain some feedback on what they have found valuable and any new ideas they have to assist in assessing where we are at and how to shape our track moving forward.
- We wanted to thank the EpiC Track for some recent data they were able to share on a public health community engagement activity that we are developing. Our plan is to provide officers additional opportunities to educate and inspire our communities to adapt some of the HHS's public health campaigns (i.e. National Prevention Strategy, Tobacco-Free Living, Let's Move, SG's Walking Initiative, etc.); however, in order to determine a target audience, we need to identify our most vulnerable areas within the DC metro area. We are currently analyzing the data and seeing what additional research we need to plan a path forward.

## Global Health

Reported by: LT Stephanie Briguglio

### New or ongoing items that the committee is working on

- Global Health Track Fall Panel titled, "How to position yourself for global health work – Hear how these HSOs have been successful!" scheduled for Friday, 10 October from 1200-1300 Eastern Time. The four panelists are CAPT Nicole Smith, CDR Jon Woody, LCDR Alexis Beyer, and LCDR Elizabeth Russell.

## Accomplishments

- LT Laura Vonnahme, CDC, gave a presentation on her CDC deployment to Sierra Leone as part of the Ebola response mission. She is willing to serve as a resource to officers that may be deploying to help answer any questions based on her experience. LT Vonnahme can be reached at [kdy1@cdc.gov](mailto:kdy1@cdc.gov).

## Health Promotion/Health Education (HPHE)

Reported by: LCDR Margaret Caulk

### New or ongoing items that the committee is working on

- Melanie Ross will be presenting on October 17<sup>th</sup>, 2014 from 1-2 PM on the National Prevention Strategy. Her presentation will focus on what the National Prevention Strategy is, its vision, and opportunities in which to assist with promoting the National Prevention Strategy.
- We are preparing a general survey to discuss the Health Promotion Health Education Track and possible topics for discussion.
- We are awaiting additional feedback on our involvement in the Public Health Athletics Committee.

## Accomplishments

- We participated in the Out of Darkness Suicide Awareness Walk in Washington, D.C. on September 20<sup>th</sup>, 2014. The event was highly attending by multiple groups.

## Policy

Reported by: CDR Letia Boseman

### New or ongoing items that the committee is working on

- The next Policy committee meeting is Tuesday, October 28, 2014 at 2:30 PM.
- The Policy subcommittee will offer the following webinars this fall
  - Vulnerable populations and emergency preparedness
  - Policy 101 in November or December 2014 (TBD)
- The committee is developing a policy writing tips document

## **New Business**

**CDR Christye Brown**

### **Updates from the HSPAC Meeting**

1. COERS are underway and due to Officer's Raters on October 17
2. 2015 PHS Symposium Update
3. May 18-21, 2014 at the Sheraton Hotel in Atlanta, GA
4. Officers have received numerous emails in support of the Ebola deployments with conflicting uniform information. In the near future officers will receive an email with updated uniform guidance.
5. Public Health Athletic Initiative discussion with the Health Promotion Health Education Committee. Clarification received on what does not qualify: Walk <5K, Run and/or Muddy Race <5K.

### **Proposed Junior Officer of the Year Award Vote**

*On October 8, 2014, at 7:15 a.m. EST, the PHPAG Chair e-mailed the Voting Membership to Motion*

1: Review the position paper and vote "yes" or "no" to establish the Junior Officer of the Year Award. During October 9, 2014 PHPAG General Membership Meeting (Awards Committee Report), the floor was open for questions/concerns. Hearing none, Chair asked voting members to electronically vote by October 17, 2014. The vote closed at 5 p.m. on October 17, 2014. By a vote of 12 in favor and 0 opposed, the motion was approved.

## **Open Forum**

**CDR David Lau**

**AMSUS 2014** (page 7)

**CDR Matthew Weinburke / CDR Christy Brown**

### **Public Health PAG Certificates of Appreciation**

Certificate deadlines are due by November 7. Subcommittee Chairs will make their certificates for their committee members.

**Meeting Adjourned:** CDR Brown adjourned meeting at 1345 PM EDT.

## **AMSUS 2014**

Dates 01 – 05 DEC 2014  
Venue Walter E. Washington Convention Center  
Lodging Several area hotels with gov't per diem / Marriott Marquis is HQ hotel \$177.00 gov't rates

### **LATE BREAKING: Ebola Sessions at AMSUS Annual Meeting**

- USPHS experience in West Africa (tentative speaker, RADM Scott Giberson, Acting US Deputy Surgeon General)
- DoD deployment, West Africa: the Military Medical Department Ebola Virus experience (speaker TBD)
- Global Health Track, featuring a multi-agency panel discussion on Ebola in the U.S. (invited USPHS, DoD, CDC, DoS, DHS)

|                     |                  |  |
|---------------------|------------------|--|
| <b>MON 01 DEC</b>   | <b>1330-1730</b> | <b>PRE CONFERENCE SESSION – USPHS LEADERSHIP SESSION</b><br>Moderator: RADM Lushniak; PHS Athletics Presentation<br>FREE SESSION OPEN TO ALL, INCLUDING COLLEAGUES, FAMILY, FRIENDS...   |
| <b>MON 01 DEC</b>   | <b>Evening</b>   | <b>USPHS SOCIAL/DINNER</b><br>Fun venue within walking distance  |
| <b>TUES 02 DEC</b>  | <b>0745</b>      | <b>OPENING CEREMONIES</b><br>Keynote: Acting US Surgeon General RADM Boris Lushniak<br>Smoking and Health: 50 Years of Battle and Progress<br>AMSUS Theme: Surgeon General's 50 <sup>th</sup> Anniversary Report. Smoking and Health |
| <b>TUE 02 DEC</b>   | <b>1630-1830</b> | <b>WELCOMING RECEPTION / POSTER PRESENTATIONS</b>  |
| <b>TUES, 02 DEC</b> | <b>1300-1730</b> | <b>JOINT FEDERAL CHIEF NURSES MEETING</b>  |
| <b>WED 03 DEC</b>   | <b>1030-1200</b> | <b>JOINT SERVICES DENTAL SESSION</b>   |
| <b>WED 03 DEC</b>   | <b>1300-1730</b> | <b>JOINT SERVICES MSC CHIEFS / HEALTH ADMINISTRATORS LEADERSHIP SESSION</b>  |
| <b>THURS 04 DEC</b> | <b>1100-1200</b> | <b>JOINT SERVICES SOCIAL WORK SESSION</b>  |
| <b>THURS 04 DEC</b> | <b>Evening</b>   | <b>AMSUS/MILITARY HEALTH SYSTEM (MHS)/VA AWARDS BANQUET</b>  |
| <b>04-05 DEC</b>    |                  | <b>JOINT HUMANITARIAN OPERATIONS COURSE (JHOC)</b><br>30 Slots (first come, first served). One of the first EBOLA Response Survey questions  |

### **Volunteer opportunities**

USPHS Display Booth 50th Anniversary of the first Surgeon General's Report on Smoking and Health  
USPHS Social Planning Committee  
USPHS Communications Committee  
Surgeon Generals Honor Cadre Will 'Present and Retire the Colors' during Opening Ceremonies

### **TOURS (Tentative)**

- National Museum of the American Indian – LCDR Naomi Aspaas
- National Response Coordination Center – CDR Brett Maycock
- Walter Reed National Military Medical Center & National Institutes of Health – LCDR Michael Banyas / CDR David Lau

**Registration** AMSUS MEMBER FULL WEEK \$300 / AMSUS MEMBER 2 DAY PASS \$200 / Non-CE/CME Pass \$50.00\*  
<http://www.amsus.org> <http://amsusmeetings.org>, <http://amsusmeetings.org/annual-meeting>

\*AMSUS is offering a special \$50 registration fee to make it easier for all USPHS to attend. This option to attend meeting without earning CE/CMEs allows access to all sessions and the show floor. When registering, please use promo code AMSUS14GUEST (case sensitive).

### **Questions or interest in volunteering**

Contact CDR David Lau, USPHS AMSUS Committee Senior Advisor, [David.Lau@ice.dhs.gov](mailto:David.Lau@ice.dhs.gov)

Respectfully Submitted,

CDR David Lau  
USPHS AMSUS Senior Advisor